

Notice relating to filing of interim returns and other documents for the half year ending June 30, 2012 – Damage (“P&C”) insurers licensed in Québec

Under *An Act respecting insurance*, R.S.Q., c. A-32, (the “Act”), every insurer is required to file with the *Autorité des marchés financiers* (the “AMF” or the “Authority”), in such form as the AMF may determine, the documents and information it requires.

To promote environmentally friendly practices and reduce insurers’ administrative burden, the AMF will no longer require paper copies of documents to be filed under the Act, with some exceptions.

Interim returns as well as all other required documents and information must be submitted via the AMF website using the File Transfer Service (“FTS”).

AMF Notice – Administrative monetary sanctions

Electronic filing is now mandatory¹ for all documents and information required under the Act, in particular documents and information stipulated in the “Notice of the Autorité des marchés financiers relating to administrative monetary sanctions imposed for late filing of information or documents (sections 405.1 and following of *An Act respecting insurance*)”² (the “sanctions framework”).

The sanctions framework was revised in June 2012, to add:

- documents to the lists in the Appendices, in particular, the Attestation of Compliance of Versions for half-year filings;
- format requirements (ASCII, Excel and pdf);
- that failure to submit the required documents and information via FTS constitutes a default and could be subject to sanctions.

The sanctions framework is available on the AMF website at <http://www.lautorite.qc.ca/en/right-practice-pro.html>.

Please note that the AMF will no longer issue personal reminders prior to the filing due dates of these documents and information. Each insurer is responsible for submitting these statutory filings by the dates stipulated in the Act or determined by the AMF. The AMF will apply the sanctions framework to insurers who fail to comply with these obligations.

Documents to file

Appendices 1 and 2 of this Notice set out the AMF’s specific requirements for each insurer and filing due dates.

¹ See Decision 2012-PDG-0106 dated June 5, 2012, published in the AMF Bulletin of June 7, 2012, (2012) Vol. 9, no. 23, section 5.6 (in French only).

² The revised sanctions framework was published in the AMF Bulletin of June 7, 2012, (2012) Vol. 9, no. 23, section 5.1 (in French only).

Documents to retain

Paper copies of certain signed documents must be kept on file at the insurer's premises so that they are available for examination by the AMF. **These documents are identified by a “ ◊ ”** in Appendices 1 and 2.

Only the contact person designated by each insurer will receive an e-mail confirming receipt of documents. This confirmation is generated by the FTS once files are submitted via the AMF website. If no contact person has been designated, no confirmation will be sent.

The AMF has developed an “Attestation of Compliance of Versions – Interim Return” form (**new**). This attestation must be completed in order to confirm that pdf, Excel and ASCII files transmitted via the AMF's FTS contain the same financial data as does the paper copy of the interim return kept on file at your premises. This attestation is mandatory. If you transmit an amended ASCII file, a new attestation must be completed and sent to the AMF.

This form is available on the AMF website at <http://www.lautorite.qc.ca/en/financial-returns-pro.html>. It will also be included in the interim filing software sold by PricewaterhouseCoopers (PWC).

Updated forms and instructions

Appendices 1 and 2 contain links to the instructions for interim filings and the changes made to various returns and statements.

Electronic submission of financial returns and other documents

The File Transfer Service (FTS) User Guide explains the procedure for submitting data via the AMF website. To consult this guide, access the FTS and click on Help.

The “Guide – Specific File Transfer Service (FTS) Requirements – Revised May 2012” (**new**) outlines the specific requirements of the *Direction de la surveillance des assureurs* (AMF Supervision of Insurers), including file names to be used. You can access the latest version of this guide at <http://www.lautorite.qc.ca/en/financial-returns-pro.html>.

If you need assistance using the PWC software, contact Catherine MacLellan at 1 (877) 208-7100.

Further information is available by sending an e-mail to info-divulgations@lautorite.qc.ca.

June 14, 2012

**DOCUMENTS TO BE FILED BY DAMAGE INSURERS
LICENSED IN QUÉBEC
DOCUMENTS REQUIRED FOR THE HALF YEAR ENDING JUNE 30, 2012**

Description of form	Form	Suffix	Due before
Québec Charter			
Interim Return P&C-1 [◇] <i>Hyperlink to instructions and updated forms:</i> http://www.lautorite.qc.ca/en/financial-returns-pro.html	P&C-1	pdf*, Excel, ASCII	August 15
Attestation of Compliance of Versions (half year) - P&C-1 (new)		pdf	August 15
Canadian and Extra-provincial Charters			
Interim Return P&C-1 [◇] <i>Hyperlink to instructions and updated forms:</i> http://www.osfi-bsif.gc.ca/osfi/index_e.aspx?ArticleID=641	P&C-1	pdf*, Excel, ASCII	August 15
Attestation of Compliance of Versions (half year) - P&C-1 (new)		pdf	August 15
Foreign Charter			
Interim Return P&C-2 [◇] <i>Hyperlink to instructions and updated forms:</i> http://www.osfi-bsif.gc.ca/osfi/index_e.aspx?ArticleID=645	P&C-2	pdf*, Excel, ASCII	August 15
Attestation of Compliance of Versions (half year) - P&C-2 (new)		pdf	August 15

◇ The paper version of the complete signed document must be kept on file at the insurer's premises (including the signed Attestation of Compliance of Versions).

* The pdf files for P&C-1 and P&C-2 must be complete and in printable format. Therefore, they must contain signed documents.

**DOCUMENTS TO BE FILED BY DAMAGE REINSURERS
LICENSED IN QUÉBEC
DOCUMENTS REQUIRED FOR THE HALF YEAR ENDING JUNE 30, 2012**

Description of form	Form	Suffix	Due before
Québec Charter			
Interim Return P&C-1 [◇] <i>Hyperlink to instructions and updated forms:</i> http://www.lautorite.gc.ca/en/financial-returns-pro.html	P&C-1	pdf*, Excel, ASCII	August 31
Attestation of Compliance of Versions (half year) - P&C-1 (new)		pdf	August 31
Canadian and Extra-provincial Charters			
Interim Return P&C-1 [◇] <i>Hyperlink to instructions and updated forms:</i> http://www.osfi-bsif.gc.ca/osfi/index_e.aspx?ArticleID=641	P&C-1	pdf*, Excel, ASCII	August 31
Attestation of Compliance of Versions (half year) - P&C-1 (new)		pdf	August 31
Foreign Charter			
Interim Return P&C-2 [◇] <i>Hyperlink to instructions and updated forms:</i> http://www.osfi-bsif.gc.ca/osfi/index_e.aspx?ArticleID=645	P&C-2	pdf*, Excel, ASCII	August 31
Attestation of Compliance of Versions (half year) - P&C-2 (new)		pdf	August 31

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